

SAN JOAQUIN COUNTY CHILDREN AND FAMILIES COMMISSION

----- MEETING SUMMARY -----

*San Joaquin County
Public Health Services
1601 E. Hazelton, Auditorium
Stockton, CA 95205
Thursday, January 10, 2002, 7:00 a.m.*

<< DRAFT >>

1. Commencement of Meeting: Meeting was called to order by Chair Mitchell at 7:06 a.m. Roll Call: Commissioners Dei Rossi, Snider, Vera, Fujii and Chair Mitchell were present. Commissioner de Polo was excused. A quorum was declared. Commissioner Gutierrez arrived at 7:08 a.m.

2. Approval of Minutes for December 13, 2001

Motion: Adopt the Meeting Summary for December 13, 2001 (Fujii/Vera; motion carried 5-0)

3. Program Coordinator's Report

Highlights included:

- Kits for New Parents Kick Off date will be in February and the PC shared the samples of the items that are being added into the kits. Requests are being received.
- CS&O should be ready to start training the contractors in March.
- School Readiness - preparation for the RFA's has been very successful.

4. Approve the Program Coordinator's Request for Funding a Feasibility Study for Data Collection and Coordination (Data Warehouse)

Program Coordinator gave an overview of the need for the study and the expected results from the study. Questions included the possibility of acquiring more information from other potential vendors. Cost was a factor it was suggested that contracting for the study should be a more competitive process. Russ Bohart represented his company's proposal by showing qualifications, experience and justification of the expenses involved. Doug Gill from the County Information Systems Division addressed the Commission with explanation of how past experience with Mr. Bohart's company was a major factor in selecting them as a consultant for this project. The Commission believes the study is an important piece of work and directed the Program Coordinator to release a Request For Quote for the performance of this study.

5. Direct the Program Coordinators to Release the Request for Application for Child Care Program Assistant

The Program Coordinator gave an overview of the purpose of the position and the need for the position.

Motion: Direct the Program Coordinator to Release the Request for Application for Child Care Program Assistant. (Snider/Gutierrez; motion carried 6-0)

6. Approve the Program Coordinators Request for a Multi Tiered Mini-Grant Application Process

Discussion included an explanation by the Program Coordinator that with a tiered system we could better allocate the mini-grant funds to ensure that the monies are being utilized according to the goals of the Commission. An assessment tool used by the applicant would assist staff with the decision making process on amounts awarded, as well as serve as an evaluation tool. Clarification was made that the tiers would only affect child care providers.

Motion: Approve the Program Coordinators Request for a Multi Tiered Mini-Grant Application Process (Snider/Fujii; motion carried 6-0)

7. Amend Commission Budget to Delete School Readiness Initiative Funds from FY 2000/01.

This agenda item was approved and completed at the December Commission meeting.

8. Approve Program Coordinator's Recommendations for Capital Projects

Program Coordinator thanked Mike McGrew from County Counsel for the many hours of work on this issue. The conclusion of the research is that it would be in the programs best interest to build or purchase a facility for programs to utilize. There would need to be additional staff before it could be brought to the Commission for approval. Capital projects which constitute property improvements for mini-grants, will continue to be negotiated on a case by case basis taking all legal and program issues into consideration.

Motion: Approve Program Coordinator's Recommendations for Capital Projects (Fujii/Gutierrez; motion carried 6-0)

9. Establish a quorum for the School Readiness Advisory Board

Program Coordinator requested the Commission establish 4 attendees be qualified as a quorum.

Motion: Establish a quorum for the School Readiness Advisory Board, actions of the board shall require a majority of the quorum present with at least 4 (four) votes required to pass an action (Dei Rossi/Fujii; motion carried 6-0)

10. School Readiness Advisory Board Report

Commissioner Dei Rossi reported that the School Readiness Initiative Summary handout is an excellent resource for basic information on the initiative. Applications for funds are due the end of February, 2002, at this time there are 10 Letters of Intent to Apply from schools. He also directed the Commission's attention to the School Readiness Consultant's report and commended Lois Lang on her work on this project. The Program Coordinator added that San Joaquin County is providing guidance to other counties regarding the success we are experiencing on this project. It was clarified that the applicants will be brought before the Commission prior to approval, along with the details of the scoring process for recommendation for approval.

11. Public Hearing – Strategic Plan

Paul Harder of Harder + Co provided an overview of the Strategic Plan and explained how the priorities and goals of the Commission, as a culmination of prior meetings, have resulted in this strategic plan. The Commission and members of the public requested minor changes in language, terminology and points of clarification on a page-by-page basis. Harder + Co will complete the high needs issues in the Plan after additional input from the Commission.

Motion: Accept the Strategic Plan with changes, both from Commissioners and the Public, as stated (Gutierrez/Dei Rossi; Roll Call Vote; Dei Rossi – aye, Gutierrez – aye, Snider – aye, Vera – aye, Fujii – aye, Mitchell – aye; motion carried 6-0)

12. Harder + Co. Evaluation Update Report

Deferred to February Commission Meeting due to time constraints.

13. Public Comments

No Public Comments

14. Commissioner Comments

Chair Mitchell thanked Mr. Bohart and Mr. Gill for coming to the meeting and aiding the Commission with it's decision to request quotes for the Feasibility Study.

15. Meeting was adjourned to February 14, 2002 at **Public Health Auditorium (1601 E. Hazelton Ave., Stockton, CA) at 7:00 a.m.** *Motion: (Gutierrez/Dei Rossi; motion passed 6-0)*